

2024-2026 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	001
UNIT CODE	001
UNIT REPRESENTATIVE	LIUNA, Local 777
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COMPOSED OF	Unit 1: Field employees in the City Clerk, Human Services, Parks & Recreation, Public Transit, and Street Transportation departments, and the Solid Waste Division in the Public Works Department.
PERIOD IN FORCE	FY 2024-2026
SALARY PLAN(S)	002 100
WAGE / SALARY CHANGE FROM 2024-2025	Non-continuous payment of \$1,421 for all full-time Unit 1 employees and \$100 for each part-time employee paid on August 23, 2024.
WAGE / SALARY CHANGE FROM 2025 -2026	N/A. Current contract for FY 2024-2026 only.
STEP PROGRESSION	1 year between steps Part-time employees (excluding seasonal and temporary employees) may be considered for advancement to the next step and each subsequent step in a grade after working 2,080 hours at each step. (Pay Ord. 10e)
WORKWEEK	5 8-hour shifts or 4 10-hour shifts in 7 days. (Art. 4) (A.R. 2.14)
SUMMER HOURS	May begin no later than first Monday in April and may end no earlier than second Monday in October. (Art. 4)
<u>PAY</u>	
BILINGUAL / LINGUISTICS PAY	----- NOT APPLICABLE -----
CALL OUT (CALL BACK)	3 hrs. @ 1½ x regular rate (Art. 3) (A.R. 2.21)
CAR INSURANCE ALLOWANCE	----- NOT APPLICABLE -----
COMMERCIAL DRIVER LICENSE (CDL) SECONDARY PAY	----- NOT APPLICABLE -----
COMMUNICATIONS ALLOWANCE	----- NOT APPLICABLE -----
COMPENSATORY TIME MAXIMUM ACCRUAL	215 hours. (Art. 3) (A.R. 2.21)
COMPENSATORY TIME SELL BACK	----- NOT APPLICABLE -----
MILEAGE ALLOWANCE	The City pays standard mileage at the rate issued by the Internal Revenue Service. Effective 1/1/2024, the rate is 67 cents per mile. (A.R. 2.94)
OUT-OF-CLASS	Qualifying period of 10 shifts in 24 months. Once qualified, entire shifts are credited when at least 4 hrs of an 8-hr shift or 5 hrs of a 10-hr shift are worked. (Art. 3) (A.R. 2.20)
OVERTIME	1½ x regular rate for over 40 hrs/wk. Minimum 12 hrs off between shifts. (Art. 3) (A.R. 2.21)
PERFORMANCE-BASED AWARD PROGRAM	----- NOT APPLICABLE -----
PESTICIDE APPLICATION	\$1.00 per hr provided for licensed employees performing continuous non-incident spraying of herbicides and pesticides. (Art. 3) (Pay Ord. 111)
PREMIUM PAY	----- NOT APPLICABLE -----

2024-2026 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	001
UNIT CODE	001
UNIT REPRESENTATIVE	LIUNA, Local 777

PRODUCTIVITY ENHANCEMENT PAY	<p>Qualify: 6 yrs continuous service. 1 yr at top step. Performance meets job requirements. \$50 (\$65 for employees with 20 or more yrs of service) for each full yr in excess of 5 up to 19th yr. Pro-rated and paid bi-weekly in regular paycheck Annual max = \$1,400 (\$1,820 w/ 20 or more yrs of service) Qualify June 10, 2024, November 25, 2024, and June 9, 2025 (Art. 3) Qualifications for productivity enhancement pay are made in the base class and will not be affected by movement into or out of assignment positions or positions within the same pay range. (AR 2.19)</p>
SHIFT DIFFERENTIAL	<p>\$1.00/hr – 2nd, ends at or after 9:00 pm and before midnight \$1.50/hr – 3rd, midnight to 3:30 am \$0.45/hr for weekend shifts starting between 2:00 pm Friday and 11:59 pm Sunday. \$1.00/hr - 4/10 schedule ends between 10:00 pm and 3:30 am \$1.50/hr - 4/10 schedule ends after 3:30 am (Art. 3) (A.R. 2.21)</p>
SHOW-UP	4 hours minimum (Art. 3)
SICK LEAVE SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
STANDBY	\$3.25 per hour (Art. 3)
TOOL ALLOWANCE	----- NOT APPLICABLE -----
TRAINING PAY (POLICE)	----- NOT APPLICABLE -----
TRANSPORTATION ALLOWANCE	----- NOT APPLICABLE -----
UNIFORMS / CLOTHING ALLOWANCE	----- NOT APPLICABLE -----
VACATION SELL-BACK	<p>May be paid up to 40 hrs of accumulated vacation twice per year for an annual max of 80 hours after accumulation of min 175 hrs of vacation leave, contingent on use of a min of 40 hrs of vacation/comp time during the same calendar year. (Art. 5) (Pay Ord. 14d)</p>
VACATION SELL-BACK FOR PUBLIC SAFETY	----- NOT APPLICABLE -----
LEAVE OF ABSENCE	
BEREAVEMENT LEAVE	<p>Up to 3 days for death of immediate family member with additional time for air travel if out-of-state. (Personnel Rule 15h)</p>
EDUCATION LEAVE	----- NOT APPLICABLE -----
FAMILY MEDICAL LEAVE ACT RIGHTS	<p>FMLA: Up to 12 weeks for the birth/adoption of a child, to take care of a seriously ill immediate family member, the employee’s own serious health condition, or specified reasons related to certain military deployments and/or exigencies. (A.R. 2.143)</p>
PAID PARENTAL LEAVE PROGRAM	<p>PAID PARENTAL: Provides up to 480 hours of paid parental leave to employees (240 hours for part-time/job-share employees) during the 12 month period immediately following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. This policy will run concurrently with FMLA leave as applicable. (A.R. 2.146)</p>
HOLIDAYS	<p>13½ legal holidays. The Christmas Eve half-day holiday is granted only when December 24 falls on the employee’s regularly scheduled workday. In the case of continuous or 7-day operations, holidays shall be observed only on the calendar days on which they fall. (Art. 5) (A.R. 2.11)</p>
JURY DUTY	No loss of regular pay – may keep jury pay. (Art. 3) (A.R. 2.24)
MILITARY TRAINING	<p>An employee shall be granted time off for up to 240 hours/30 workdays/shifts in any two consecutive federal fiscal years. (A.R. 2.39)</p>

2024-2026 COMPENSATION AND BENEFITS REFERENCE GUIDE

BENEFIT CATEGORY	001
UNIT CODE	001
UNIT REPRESENTATIVE	LIUNA, Local 777

PERSONAL LEAVE	2 days per year; new employees must wait 6 months to take personal leave time. (Art. 5) (A.R. 2.11)																												
SICK LEAVE	Accrues 10 hours per month, unlimited accrual. (Personnel Rule 15c) (A.R. 2.30)																												
Also see "SICK LEAVE PAYOUT AT RETIREMENT" in the Retirement Section below.	Upon the in-line-of-duty death or death resulting from an in-line-of-duty injury of a City employee, the City will pay the full cash value of accrued sick leave existing at the time of the employee's death. (Pay Ord. 17i)																												
EARNED PAID SICK TIME	Employees are entitled to accrue and use up to 40 hours per year of Earned Paid Sick Time. (A.R. 2.30A) (A.R.S. 23-373) (Personnel Rule 15d)																												
VACATION (in hours)	<table border="0"> <tr> <td></td> <td>Monthly</td> <td>Maximum</td> <td>Maximum</td> </tr> <tr> <td></td> <td>Accrual</td> <td>Carryover</td> <td>Payout</td> </tr> <tr> <td>0-5 yrs</td> <td>8</td> <td>192</td> <td>240</td> </tr> <tr> <td>6-10 yrs</td> <td>10</td> <td>240</td> <td>300</td> </tr> <tr> <td>11-15 yrs</td> <td>11</td> <td>264</td> <td>330</td> </tr> <tr> <td>16-20 yrs</td> <td>13</td> <td>312</td> <td>390</td> </tr> <tr> <td>21+ yrs</td> <td>15</td> <td>360</td> <td>450</td> </tr> </table>		Monthly	Maximum	Maximum		Accrual	Carryover	Payout	0-5 yrs	8	192	240	6-10 yrs	10	240	300	11-15 yrs	11	264	330	16-20 yrs	13	312	390	21+ yrs	15	360	450
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All accruals, carryover, and payout listed in hours, unless otherwise noted.																													
	This table reflects AR 2.18. Unit 1 employees may be compensated for additional 50 hours of vacation upon retirement.																												
VACATION FOR PART-TIME EMPLOYEES	Prorated vacation credits; employees must complete qualifying hours first. (Art. 6)																												
VACATION DONATIONS TO UNIT LEAVE BANK	----- NOT APPLICABLE -----																												
VACATION RECALL	----- NOT APPLICABLE -----																												
VOTING TIME OFF	Maximum time allowable is time necessary to provide three consecutive hours between opening of polls and start of work or end of work and closing of polls, as required by State law. Must be requested in writing to supervisor three days prior. (A.R. 2.17)																												
LEAVE USAGE																													
DEPENDENT CARE	Employees may be approved to use accumulated vacation, compensatory time, or unpaid leave for additional time off required to attend to an immediate family member. (A.R. 2.30 B.III)																												
EMERGENCY FAMILY CARE	Up to 5 days or 40 hours of sick leave may be authorized per incident when an immediate family member is experiencing a life threatening illness or a life threatening injury. (A.R. 2.30A) (Personnel Rule 15c2B)																												
FAMILY LEAVE MANAGEMENT	Employees shall be limited to a maximum of 7 incidents per calendar year for the combination of Dependent, Emergency, and Non-Emergency Family Care without the leave being considered a negative factor (unless the leave qualifies as FMLA leave). (A.R. 2.30)																												
NON-EMERGENCY CARE	An employee may use up to ten (10) hours of accumulated sick leave in at least one-hour increments each calendar year for the home care or medical treatment for an immediate family member residing in the employee's household. (Art. 5)																												
BENEFITS - HEALTH																													
BEHAVIORAL / MENTAL HEALTH CARE COVERAGE	<p>Provided under one of the three medical insurance plans:</p> <ul style="list-style-type: none"> · Banner/Aetna HMO (855) 220-6506 · Blue Cross Blue Shield PPO (602) 864-4857 · Blue Cross Blue Shield Saver's Choice Plan – (602) 864-4857 																												

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BENEFIT CATEGORY **001**
UNIT CODE 001
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DENTAL INSURANCE	<p>Employees may enroll in one of three Cigna dental plans: Dental PPO, Dental PPO Plus, or Dental HMO. The City pays 100% of full-time employee premium and 75% of the family premium for Cigna PPO and Cigna HMO Dental. The City pays 90.65% of full-time employee premium and 68% of the family premium for Cigna Dental PPO Plus. (800) 244-6224.</p> <p>For more information visit www.phoenix.gov/benefits</p>
FLEXIBLE SPENDING ACCOUNT	<p>Flexible Spending Accounts allow enrolled employees to pay for qualified health care and child care expenses with pre-tax dollars up to the I.R.S. allowed limits. For more information visit www.phoenix.gov/benefits</p>
MEDICAL INSURANCE PLAN CONTRIBUTIONS ACTIVE EMPLOYEES	<p>80% of the premium is paid by the City. The plan year runs January through December. Medical plan choices will include an HMO, a PPO, and a High Deductible Health Plan (HDHP) with a Health Savings Account.</p>
PRESCRIPTION DRUGS	<p>Elixir Solutions provides prescription drug coverage for all three (3) medical plans. Offers both retail and mail order services. For more information visit www.phoenix.gov/benefits</p>
INSURANCE FOR PART-TIME EMPLOYEES	<p>Hourly paid Unit 1 members who have worked a minimum of fifty (50) hours in each pay period for twenty-six (26) consecutive weeks shall be entitled to the same benefits as received by regular full-time Unit 1 members. Members that meet these requirements shall be eligible for participation in the City's Health, Life, and Dental insurance programs. The City's premium participation will be the same as that provided for full-time employees. Continuation of participation under these plans will be determined by reviewing the average hours worked in the prior 12-month period every calendar year on October 1. This qualifying period will be determined for the following benefit year effective January 1. If the employee separates from City employment, the participation will cease.</p> <p>Part-time employees are allowed an hours reduction of up to two (2) weeks in one pay period in the twenty-six (26) week qualifying period and each period thereafter without impacting their eligibility to participate in the part-time employees' benefit programs. (Art. 6)</p>
VISION PLAN ACTIVE EMPLOYEES	<p>A core vision plan is available to employees and dependents enrolled in a City sponsored medical plan.</p> <p>The City's supplemental vision plan is the buy-up option offered through Davis Vision by MetLife. For more information visit www.phoenix.gov/benefits</p>
WELLNESS PROGRAM	<p>Provides education, support and incentives to encourage employees to take responsibility for their own health and well-being. A major goal of the program is to make the work environment more supportive of positive health behaviors of employees and thereby reduce their risk of developing chronic diseases. Ongoing key aspects include: early identification and management of health risks, focusing on the top aggregate health risks identified by Health Risk Assessments each year and support of emotional, physical and financial well-being. Earn up to \$40/\$60 per month by completing annual wellness incentive requirements. For more information visit www.phoenix.gov/benefits</p>
BENEFITS - FINANCIAL	
DEFERRED COMPENSATION PLAN - 457	<p>Retirement Savings Plan that provides employees the option to defer pre-tax money into a variety of investment options. This program is designed to supplement income at retirement. Defer the lesser of 100% of includable income up to an annual maximum as determine by the I.R.S. Contact Nationwide Retirement Solutions at phoenixdep.com or (602) 266-2733, or call the Benefits Office at (602) 262-4777. (Art. 3)</p>
DEFINED CONTRIBUTION PLAN - 401(a)	<p>The City will contribute 0.45% of base annual salary to the 401 (a) Defined Contribution Plan under the Phoenix Employees' Deferred Compensation Program for those employees designated as represented by Unit 1 for each fiscal year.</p>

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BENEFITS - INSURANCE

COMMUTER LIFE INSURANCE City provides coverage for employees while commuting directly between home and job location. Employees have a \$200,000 death benefit and a reduced dismemberment benefit if the accident occurs within two hours of leaving home or work and while following their typical route to home or work. Year-round part-time employees (excluding seasonal and temporary) may qualify for this benefit. Refer to the life insurance certificates online for details at www.phoenix.gov/benefits (A.R. 2.451)

INDUSTRIAL INSURANCE Industrial benefits pays 2/3 of base wage up to the average monthly wage as determined by the Industrial Commission. A certified regular, full-time employee who is disabled and absent from work as the result of an accepted industrial injury or occupational disease, shall be kept on the City payroll and be paid an amount equal to but, not to exceed, the regular, net take-home pay at the current rate of pay for up to one year total, per injury. (A.R. 2.32)

LIFE INSURANCE \$15,000 of employee coverage provided. Accidental death and dismemberment - Payable when a death or covered accident occurs in the course of performing job duties. Employee covered at \$75,000.

Additional Life Insurance An employee can add to their Basic Life coverage by purchasing Optional Term Life Insurance. This coverage is provided at group rates for the employee, spouse or qualified domestic partner, and/or children. The employee pays 100% of the group premium with after-tax earnings through payroll deduction.

LEGAL INSURANCE Two Legal Services Plans to choose from that provide employees and their eligible dependents access to legal advice, document review and preparation, and legal representation. For more information visit www.phoenix.gov/benefits

LONG-TERM DISABILITY Eligible employees may apply for long term disability benefits when unable to work due to medical disability. If approved, 66 2/3% of base wage is paid after 90 continuous days of absence due to the medical disability. Employees with less than 3 years and 1 day of City service may receive a maximum of 30 months of LTD benefits. Other employees may receive LTD benefits to age 75 if warranted. Long-term disability benefit payments do not begin until all forms of paid leave (vacation, sick leave, and compensatory time) are exhausted. Coverage is available after 12 month of continuous employment. (A.R. 2.323)

UNEMPLOYMENT INSURANCE When unemployment is beyond the control of the employee, the terminated individual is entitled to apply for benefits from the Arizona Department of Economic Security.

BENEFITS - MISCELLANEOUS

BUS / LIGHT RAIL CARD Free (100% subsidized) bus/light rail card (Platinum Pass) available to all active part-time and full-time employees. Contact your payroll clerk, or call Central Payroll at (602) 262-6555.

ELDER CARE Provides employees, retirees, and their household members with an important, free service to help with the problems of aging parents and other family members. Call ComPsych at (602) 534-5433.

EMERGENCY RIDE HOME PROGRAM Provides cab vouchers for employees who ride the bus, car-pool, van-pool, bike, or walk to and from work at least three days a week. For information call the HR Connection Center (602) 495-5700.

EMPLOYEE ASSISTANCE PROGRAM (EAP) Professional, confidential counseling services are available to employees and their immediate household members to assist with personal issues, work-related problems, and eldercare concerns. For information about EAP counseling services or to schedule an appointment, call the contracted EAP provider (ComPsych) at (602) 534-5433.

Supervisors who want to consult with the EAP about an employee’s work performance issues or have questions about a job performance referral to the EAP can call ComPsych at (602) 534-5433.

2024-2026 COMPENSATION AND BENEFITS REFERENCE GUIDE

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This Compensation and Benefits Reference Guide is meant to serve as a summary reference tool only. The language of the applicable documents noted below shall prevail regarding the subjects contained herein.

Applicable Documents

- **Administrative Regulations**
- **City Manager Letters**
- **Management Procedures**
- **Meet & Confer Ordinance**
- **Meet & Discuss Ordinance**
 - **Pay Ordinance**
 - **Pay Plan**
- **PERB Rules & Regulations**
- **Personnel Department Letters**
 - **Personnel Rules**